

# **Unit Diary/Marine Integrated Personnel System {UD/MIPS}**

**ELSIG Current  
Plan '21**

# **TERMINAL LEARNING OBJECTIVES**

**To become familiar with the ELSIG Changes  
in UD/MIPS SR 1-03**

**To view the New ELSIG  
functionalities and to better  
suit the user to see what  
Privileges apply.**

**★ These options are ONLY available for the C**

# **ENABLING LEARNING OBJECTIVES**

- ELSIG Privileges**
- Assignment of ELSIG**
- Type of ELSIG**
- Authorized Privileges**
- ELSIG Default Privileges Management**
- Add TTC List**
- ELSIG Reports**

# ELSIG PRIVILEGES

	View Other Diaries	Modify TTC List	Diary Status Assignments	Adit/Delete All Transactions	Create Diary	Transaction Assignment	Create Courier	Archive/Recover Diary	Edit/ Delete Notes	Lock/ Unlock Diary	Mass Deletion	Remove Track Courier Log	Turn On/Off Scheduled Events	Remote Exec Of Scheduled
<b>Admin Viewer &amp; Viewer</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Certifier</b>	✓	A	✓	X	A	A	A	A	A	A	A	A	A	A
<b>Elsig Control Officer</b>	✓	A	✓	X	A	A	A	A	A	A	A	A	A	A
<b>Preparer</b>	A	A	A	A	A	A	A	A	A	A	A	A	A	A
<b>Reviewer</b>	✓	A	A	X	A	A	A	A	A	A	A	A	A	A
<b>Super Reviewer</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>LEGEND</b>														
<b>Set as Default</b>														
<b>Unavailable set as Default</b>														
<b>Available</b>														

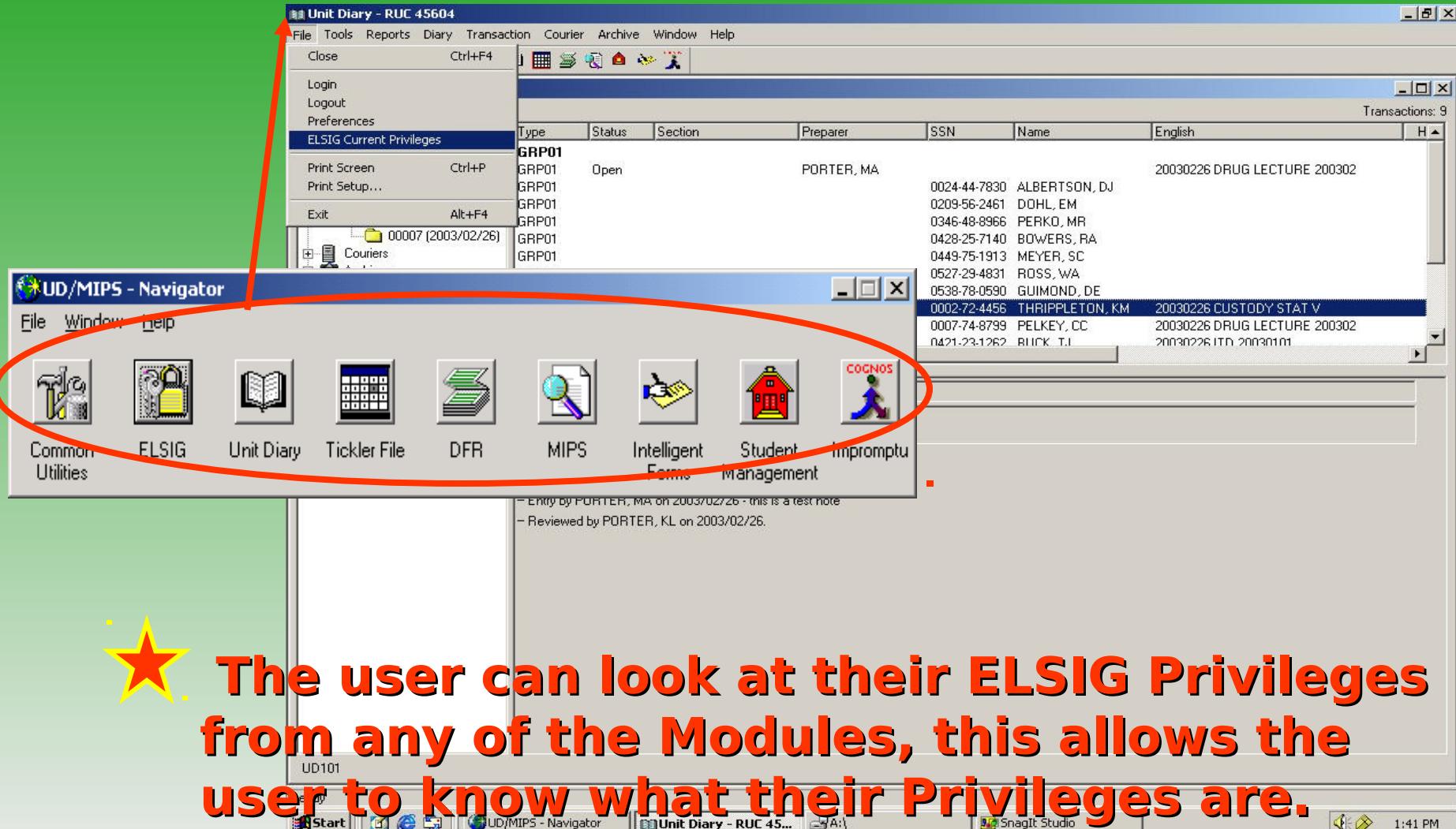
**Note:** **SuperViewer:** is issued for Inspection purpose to personnel

visiting a unit \*ELSIG session data is recorded on a disk.

**Admin Viewer/ Viewer:** may access and use all functions in

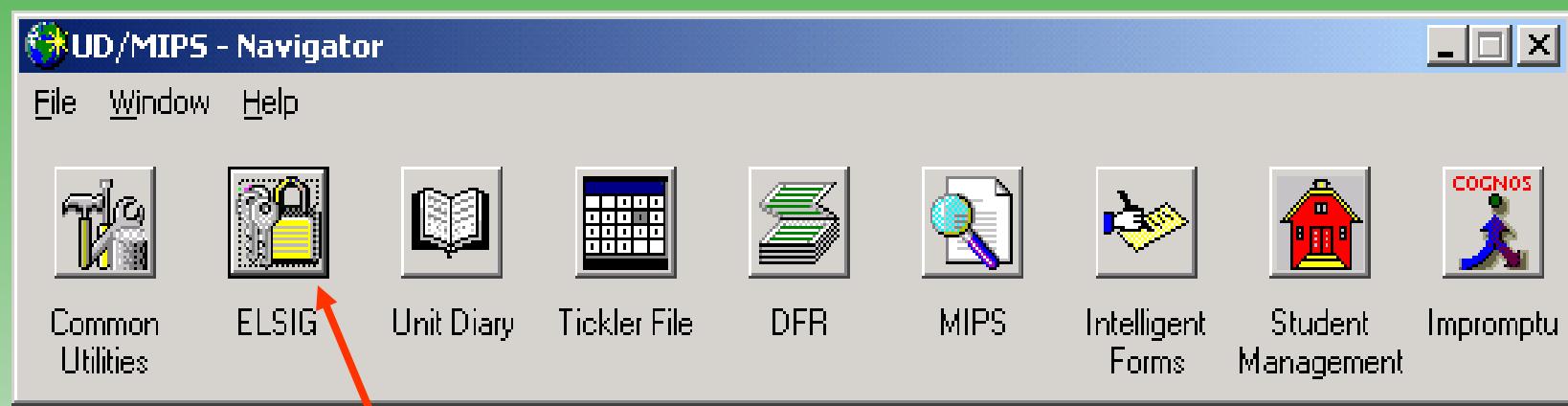
in UDMIPS, but can not make and certifie a diary.

# ELSIG Current Privileges



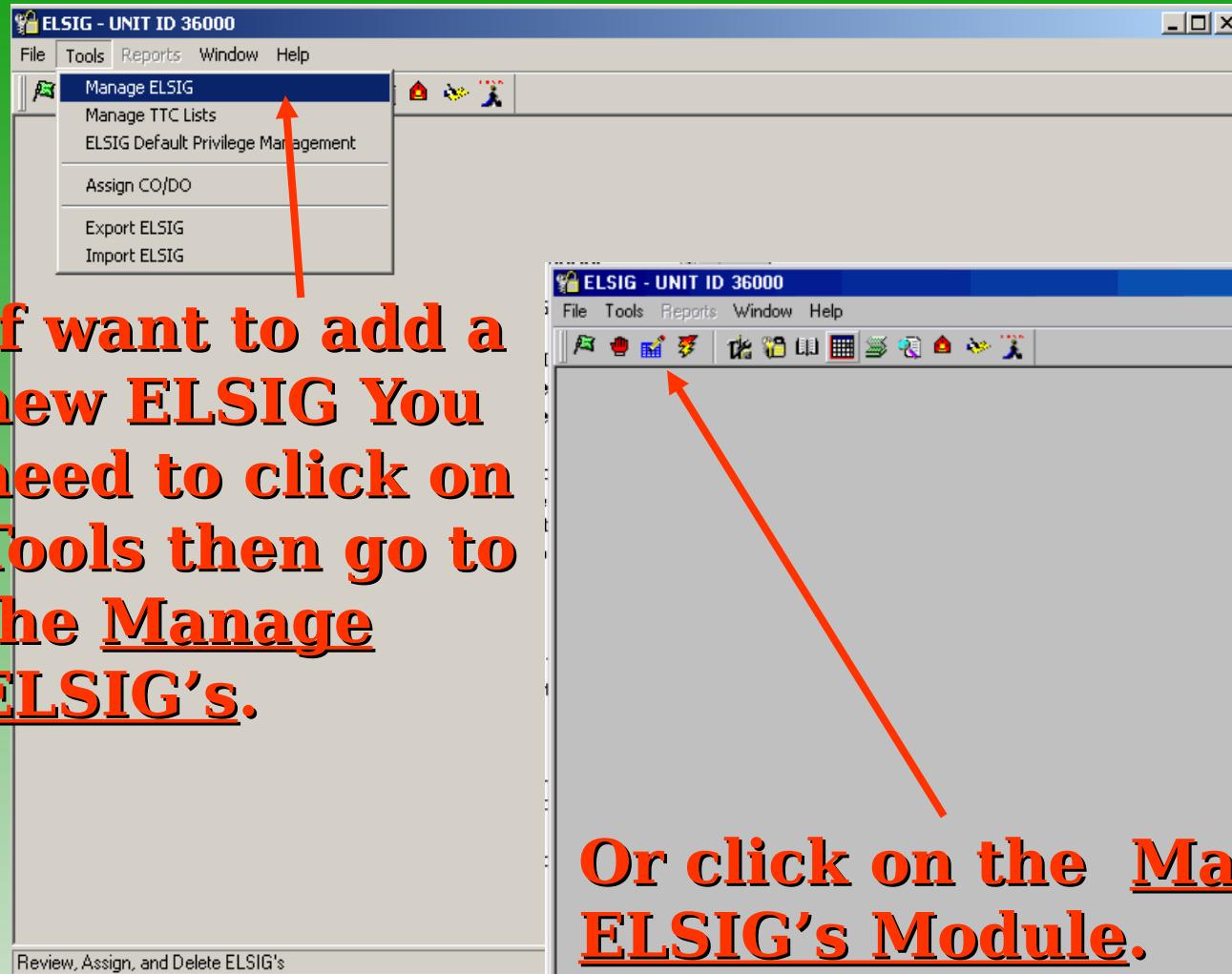
**The user can look at their ELSIG Privileges from any of the Modules, this allows the user to know what their Privileges are.**

# ELSIG PRIVILEGES

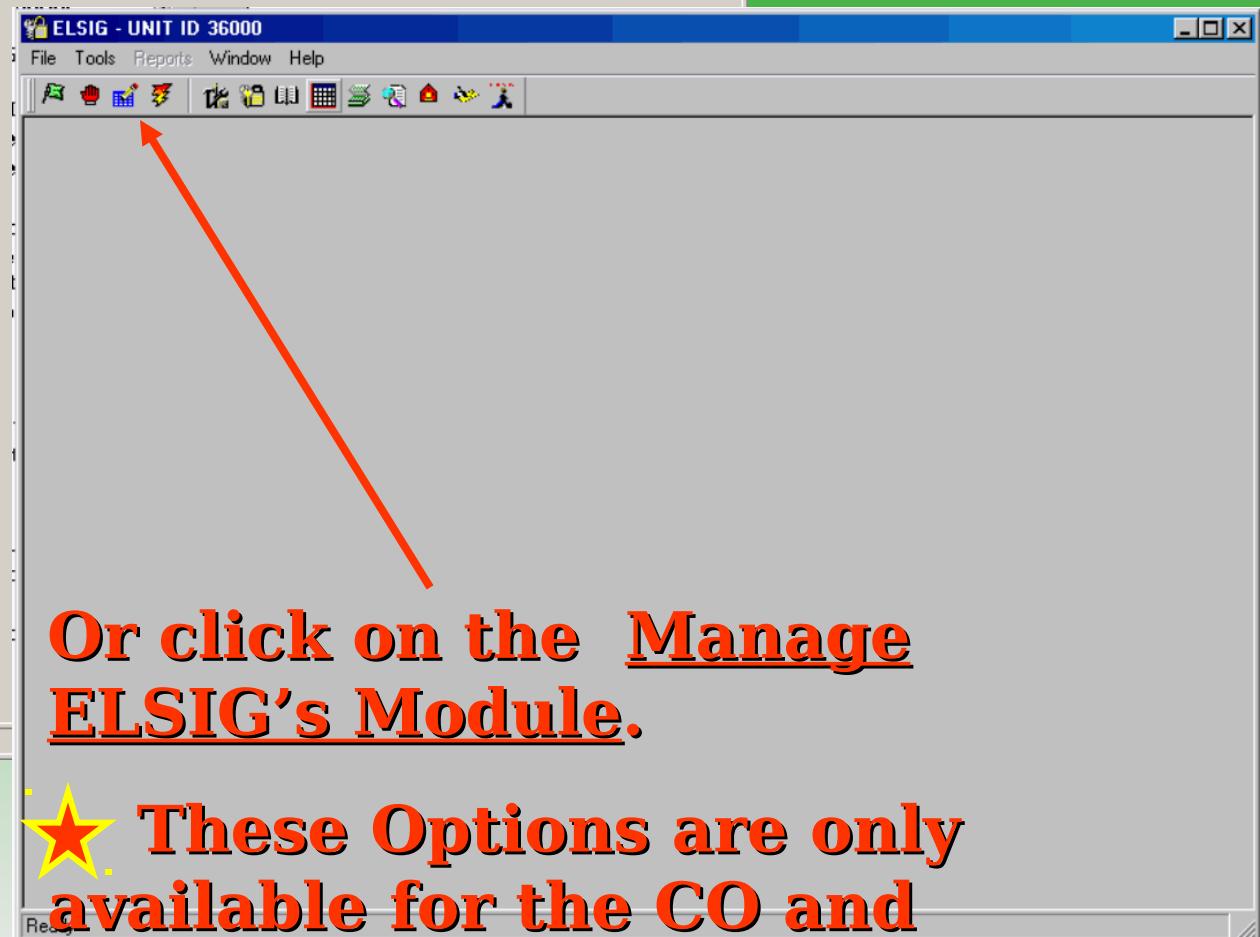


**Click on ELSIG Module to Manage ELSIG Privileges**

# ELSIG Creation



If want to add a new ELSIG You need to click on Tools then go to the Manage ELSIG's.



Or click on the Manage ELSIG's Module.

★ These Options are only available for the CO and ECO

# ELSIG Creation

ELSIG - UNIT ID 45604

File Tools Reports Window Help

Manage Electronic Signature - UNIT ID 45604

Unit Id	Last Name	Initials	SSN	Type of ELSIG	Date Changed	Suspended	Modify TTC List	View Other Diaries	Date Created	Last Accessed
45604	VACHON	WL	0001722634	Reviewer	2003/01/30	Y	Y	2003/01/30	2003/02/19	
45604	DUVAL III	CL	0002642576	Preparer	2003/02/26	Y	Y	2003/02/26	2003/02/26	
45604	ZAWADZKI	EJ	0013641722	Preparer	2003/01/29	Y	Y	2003/01/25	2003/02/25	
45604	TITO	LJ	0111111110	Preparer	2003/02/26	Y	Y	2003/02/26	None	
45604	LOSER	IM	0317804444	Preparer	2003/02/26	Y	Y	2003/02/26	None	
45604	KEVIN	KL	0317804555	Preparer	2003/01/30	Y	Y	2003/01/30	2003/02/25	
45604	PORTER	KL	0317804631	Commanding Officer	2011/10/30	Y	Y	2011/10/30	2003/02/26	
45604	PORTER	MA	0317804632	Preparer	2003/01/29	Y	Y	2011/10/30	2003/02/26	
45604	PORTER	RL	0317804633	ELSIG Control Officer	2011/10/30		Y	2011/10/30	None	
45604	PORTER	DW	0317804634	Certifier	2003/01/30		Y	2011/10/30	2003/01/30	
45604	PORTER	MN	0317804777	Preparer	2003/01/30	Y	Y	2003/01/29	2003/02/19	

Close  
New  
Edit  
Suspend  
Mod TTC List  
Reset  
Delete  
ITC List

Available Units

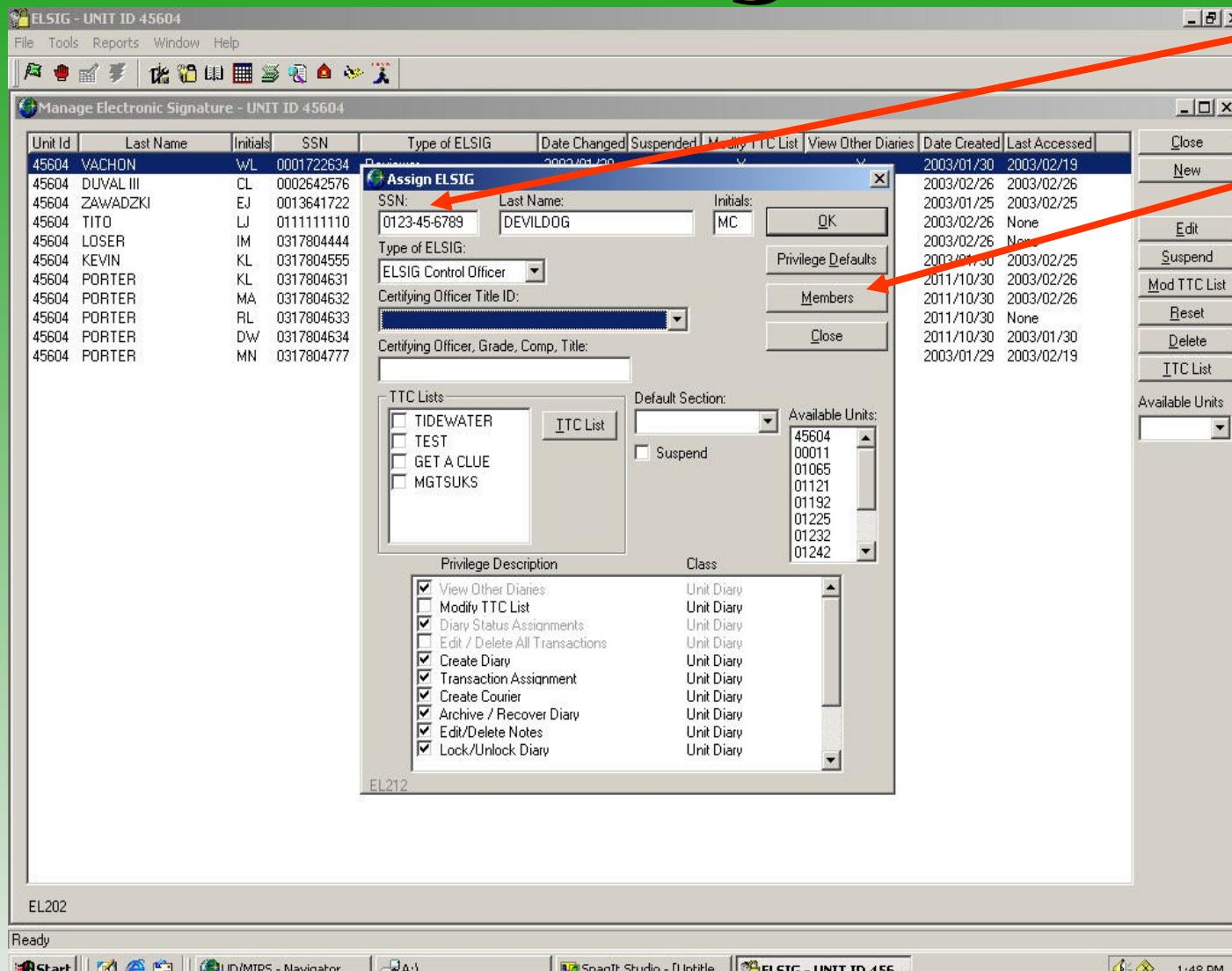
Click New to begin Creation

EL202

Ready

Start | SnagIt Studio - [Untitled...]

# Choose User for ELSIG Assignment



Type in SSN or use members button to select a User



(Name and Initials will not populate if a Trecon has not been reconciled. No Members will be available until.)

# Choose Type of ELSIG

Available  
Types are:

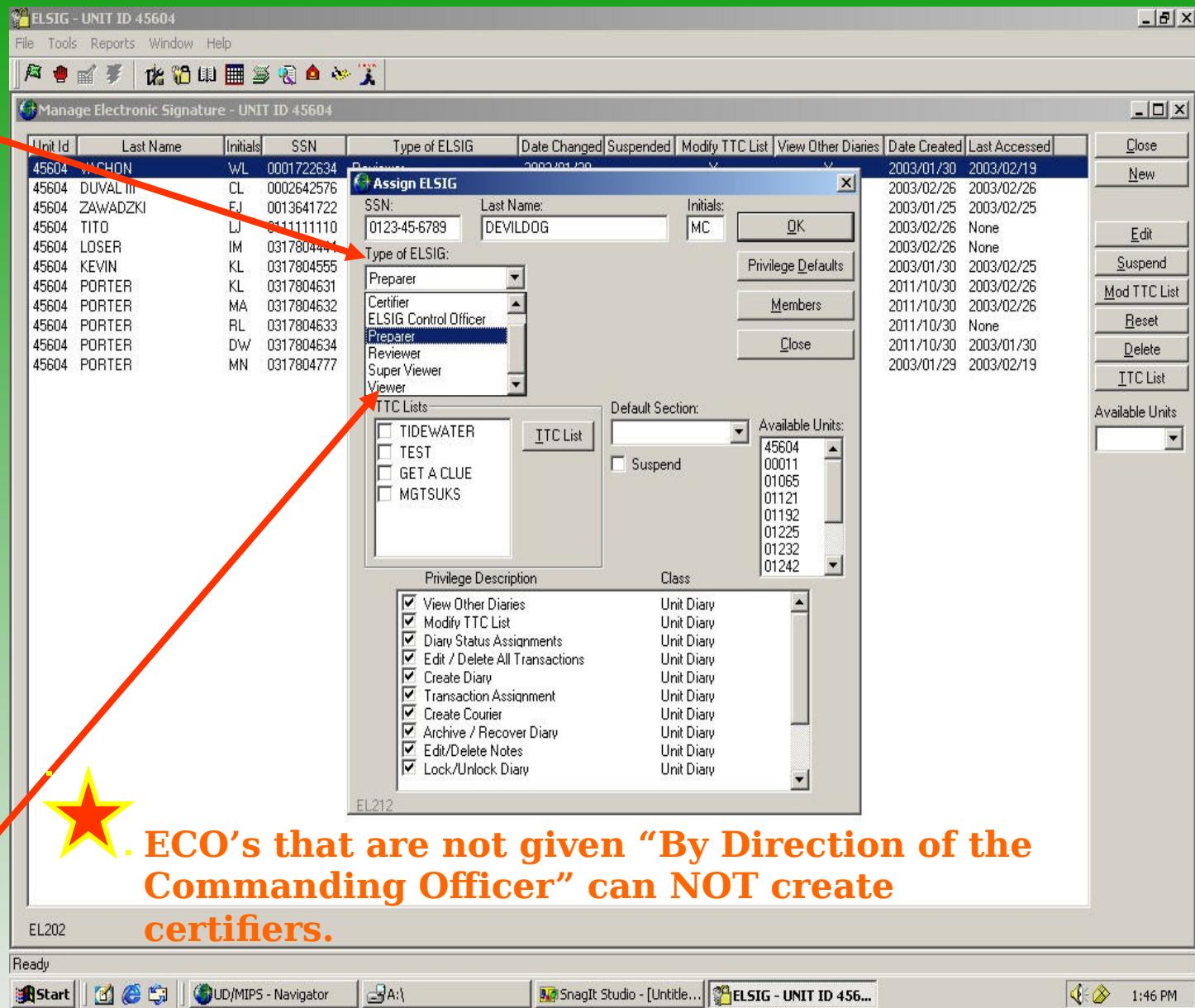
**Certifier**

**ELSIG  
Control  
Officer  
(More  
than 1  
ECO is  
authorized)**

**Preparer**

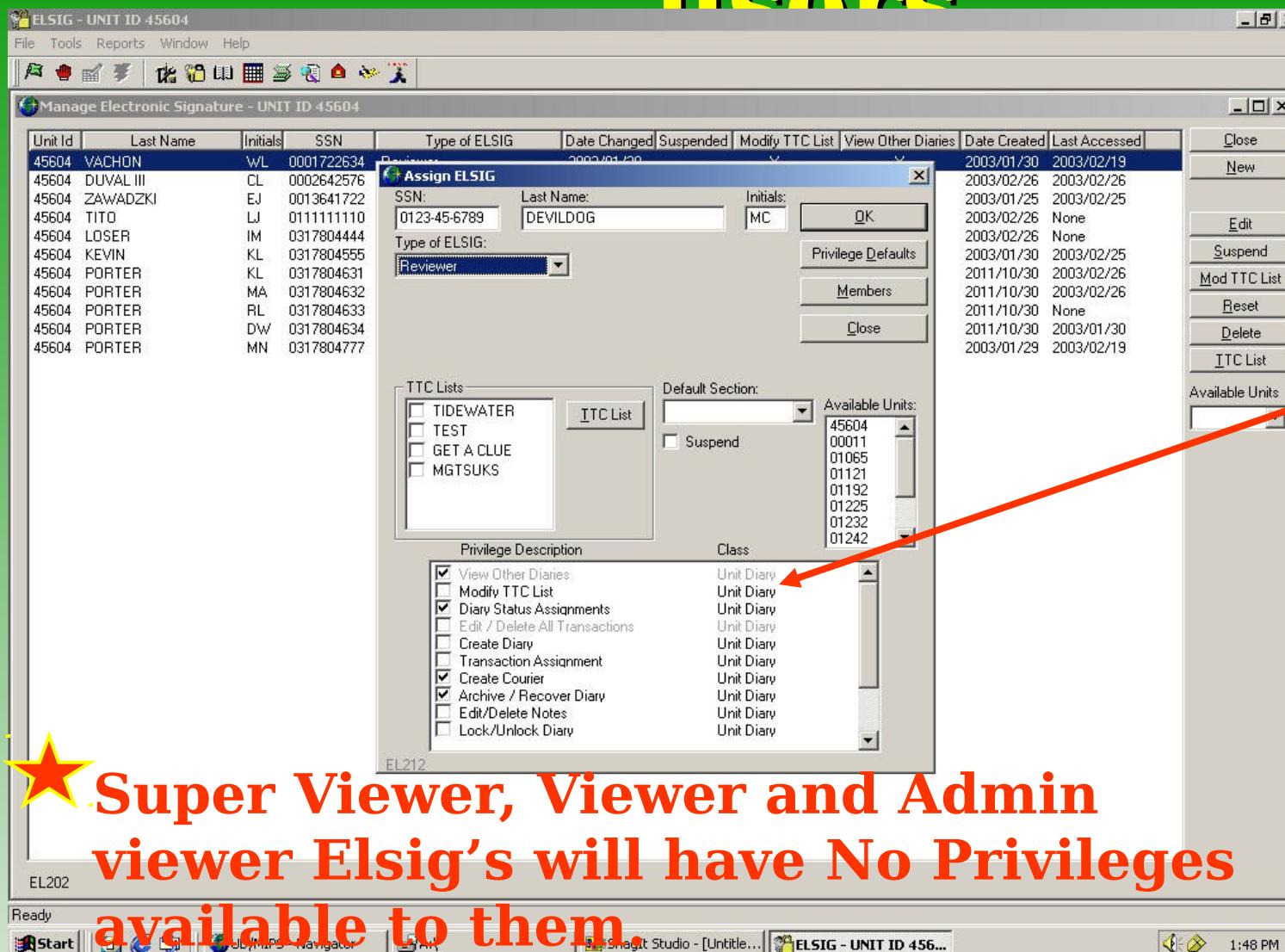
**Reviewer**

**Super  
Viewer**



ECO's that are not given "By Direction of the Commanding Officer" can NOT create certifiers.

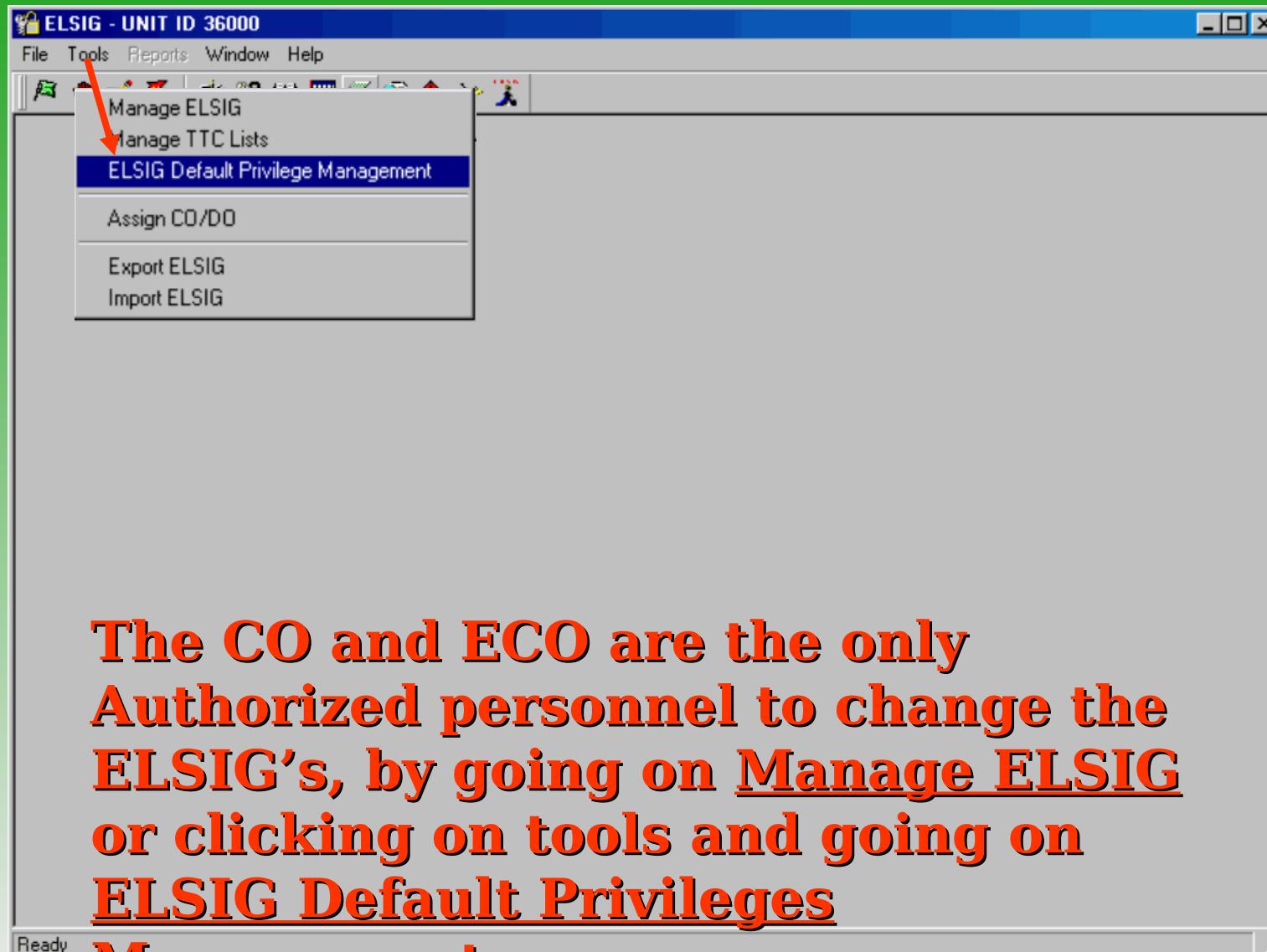
# Authorized Privileges of Users



★ Super Viewer, Viewer and Admin viewer Elsig's will have No Privileges available to them.

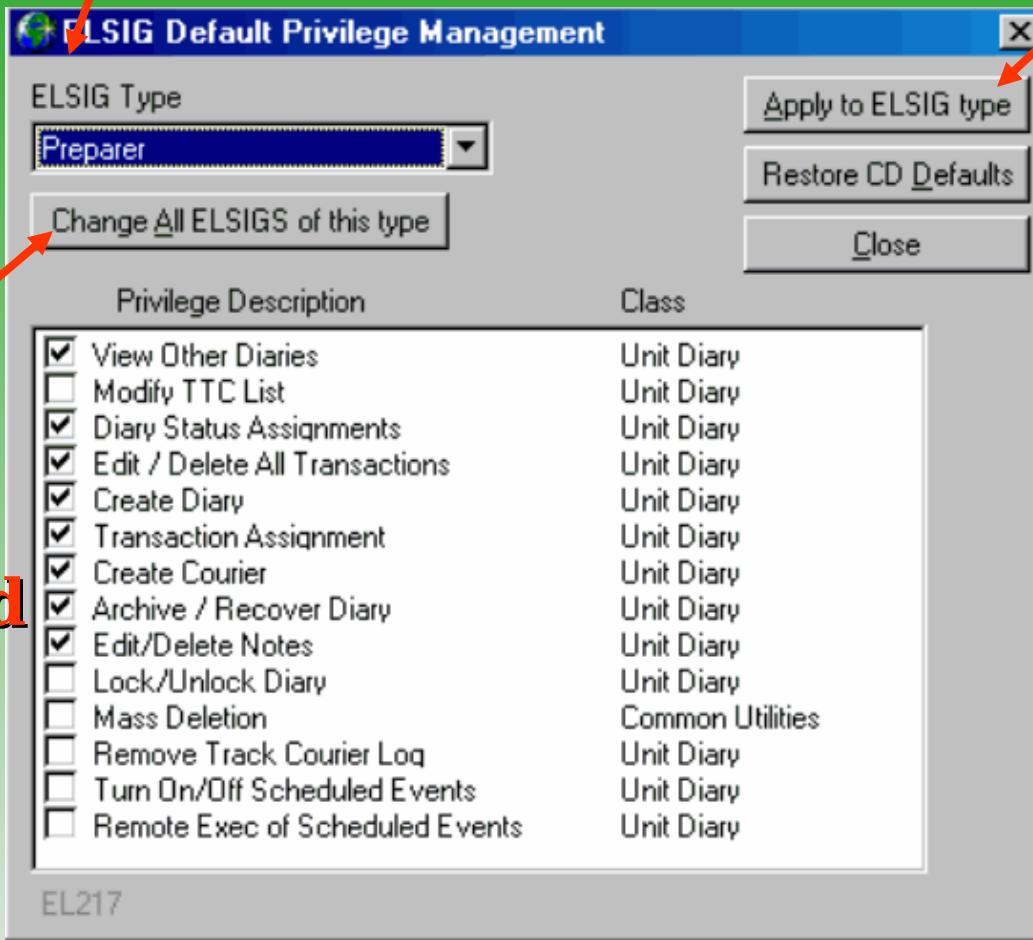
Every user has many different Privileges. The CO and ECO may add or remove privileges from

# ELSIG Default Privileges Management



The CO and ECO are the only Authorized personnel to change the ELSIG's, by going on Manage ELSIG or clicking on tools and going on ELSIG Default Privileges Management.

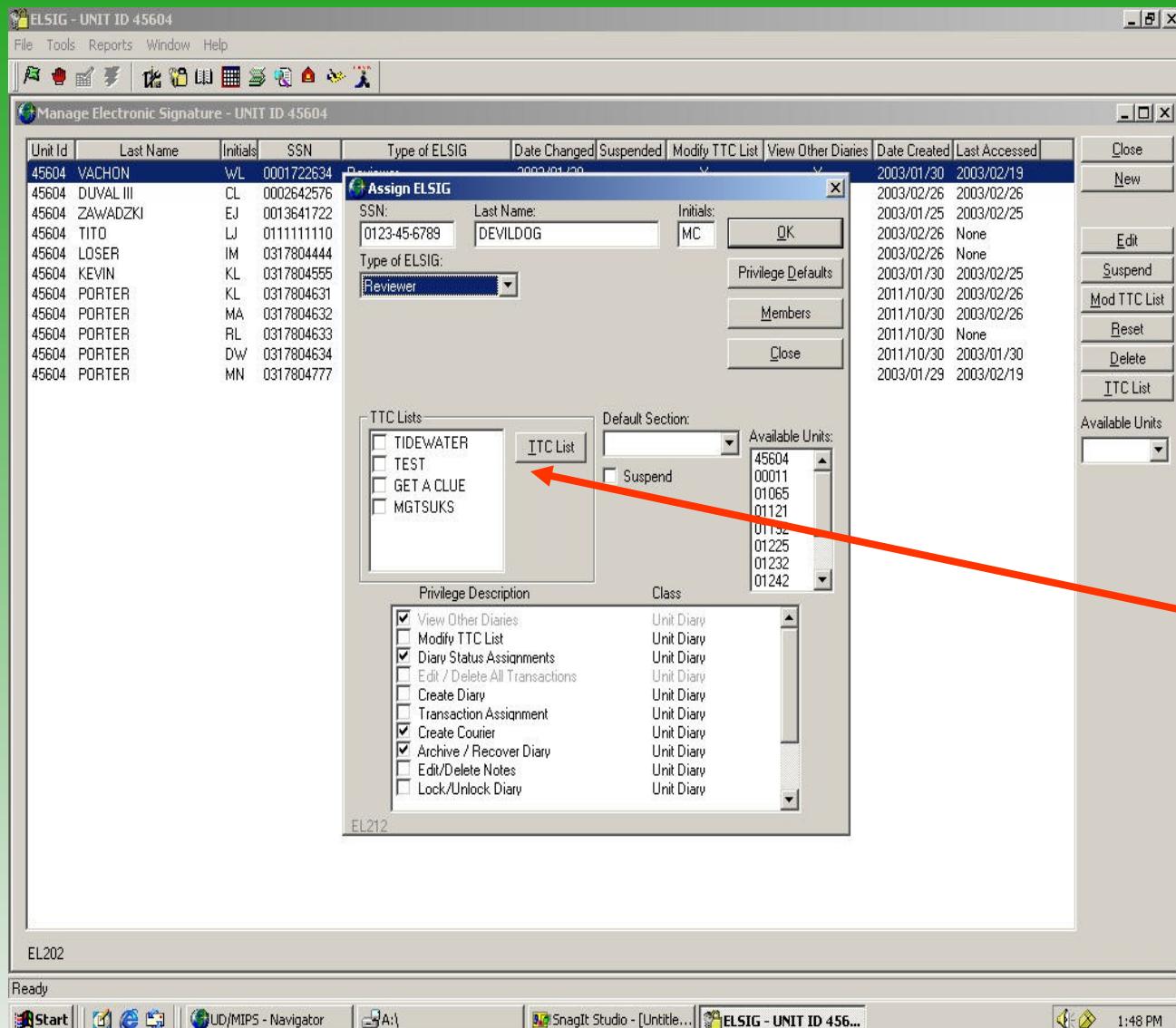
# ELSIG Default Privileges Management



★ The CO and ECO are the ONLY authorized Personnel to this.

You can change the privileges and reset them to default of the CD format.

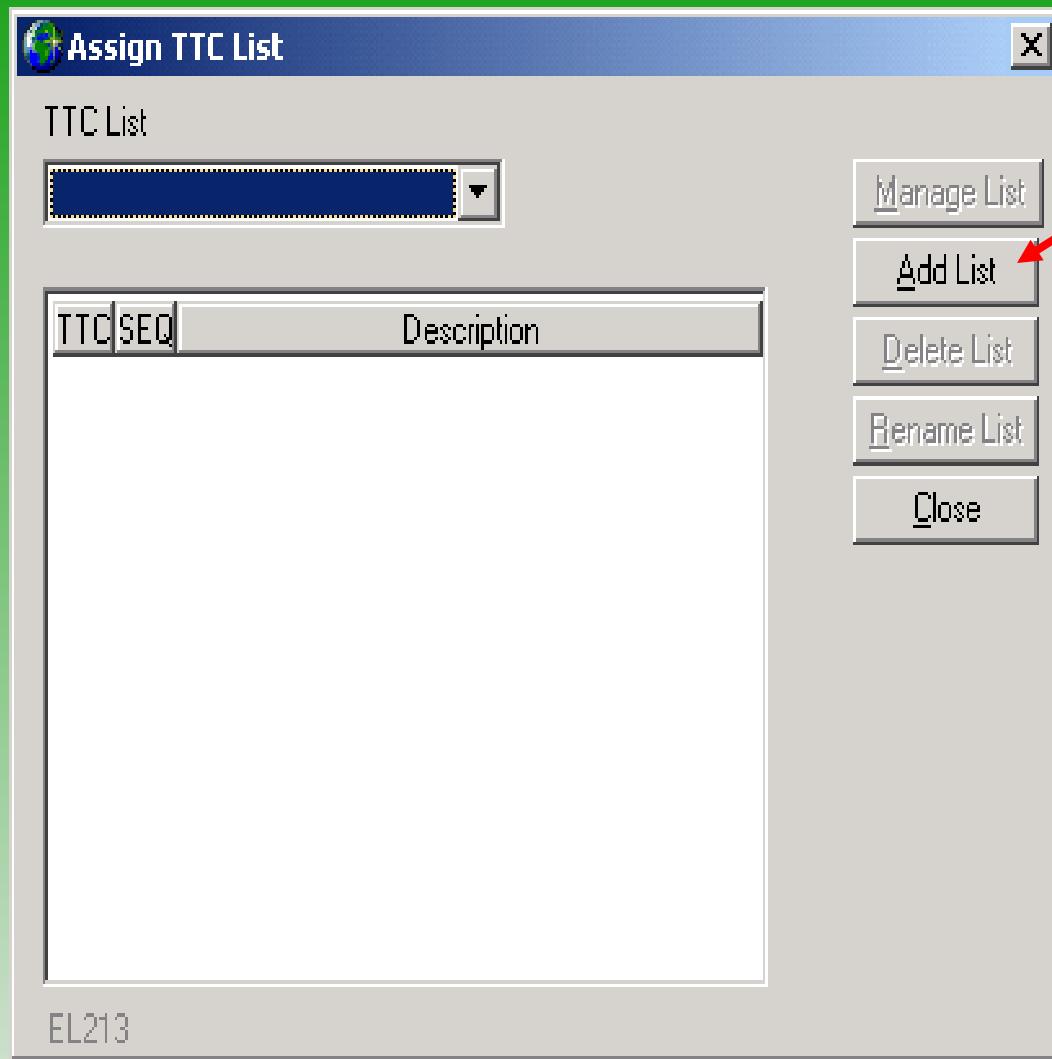
# TTC Lists



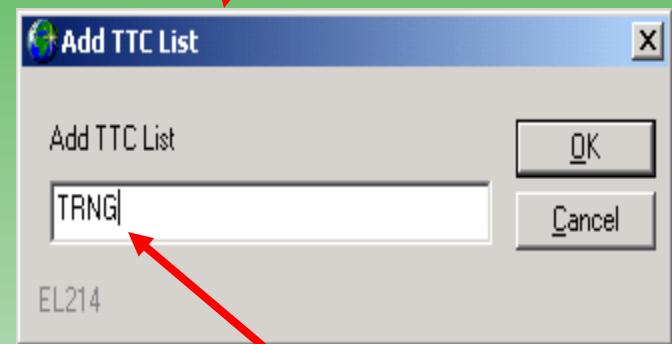
Click TTC List Button to create a TTC List

TTC Lists can be used to restrict Users to only selected TTC's by checking it off.

# Add TTC List

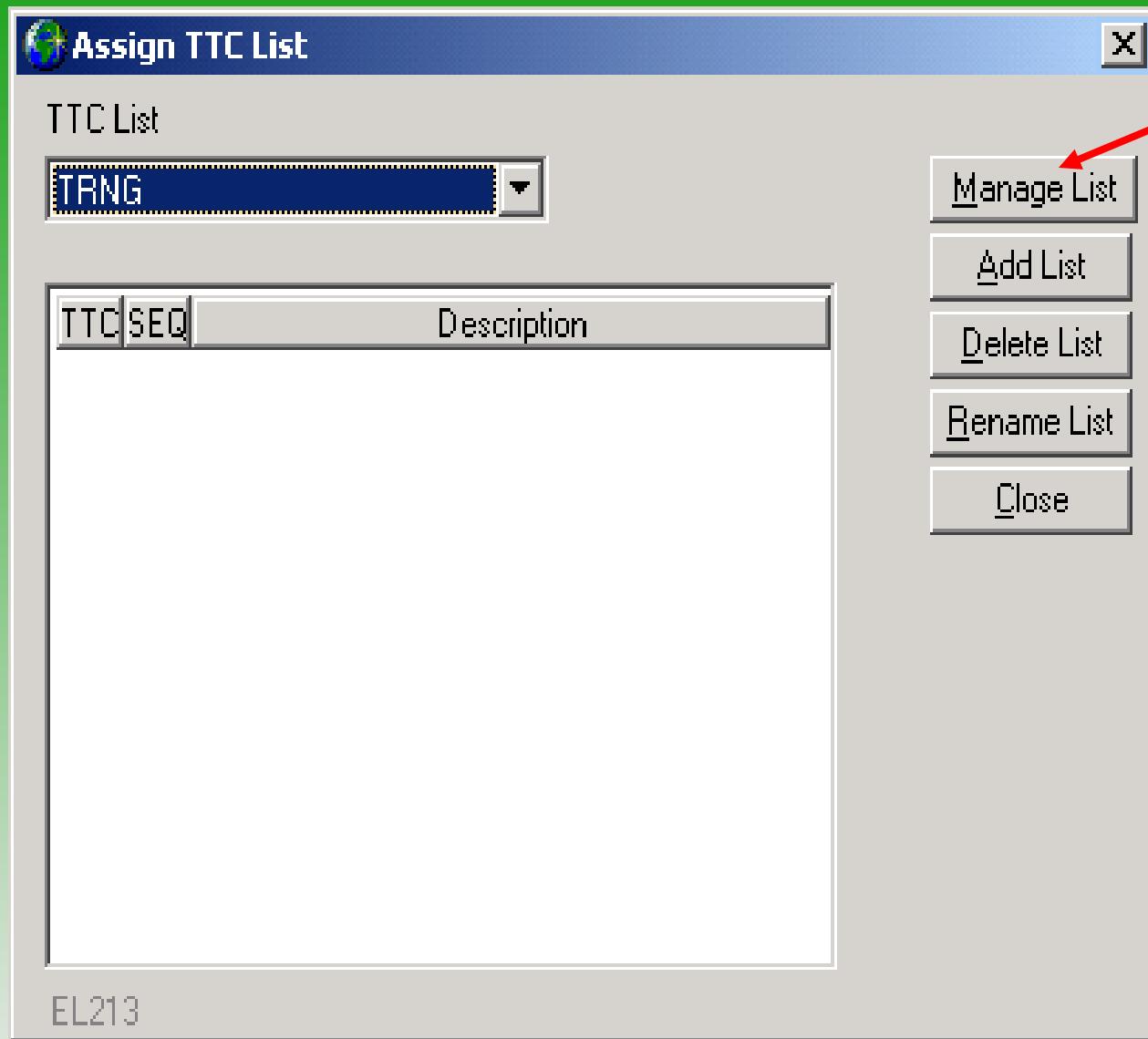


Clicking Add List  
will open Add TTC  
List Box



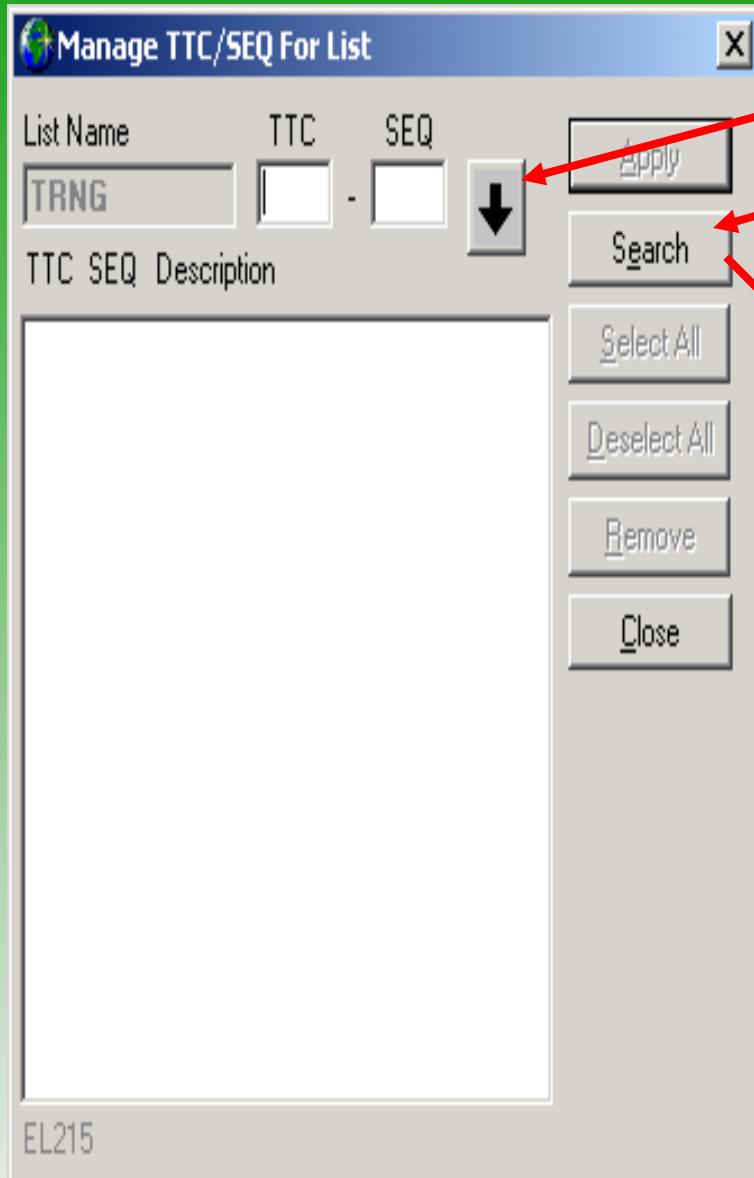
Insert Name for  
List and Click OK

# Manage Lists

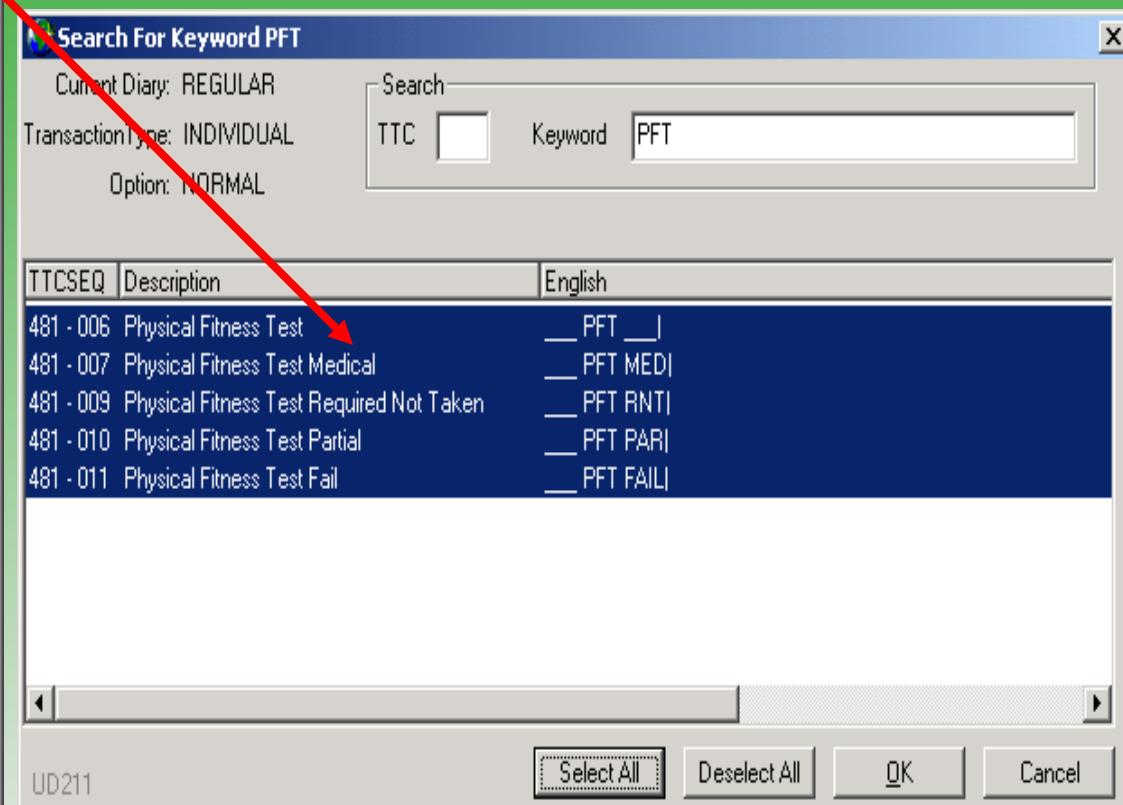


Click on  
Manage List to  
add TTC's to  
List

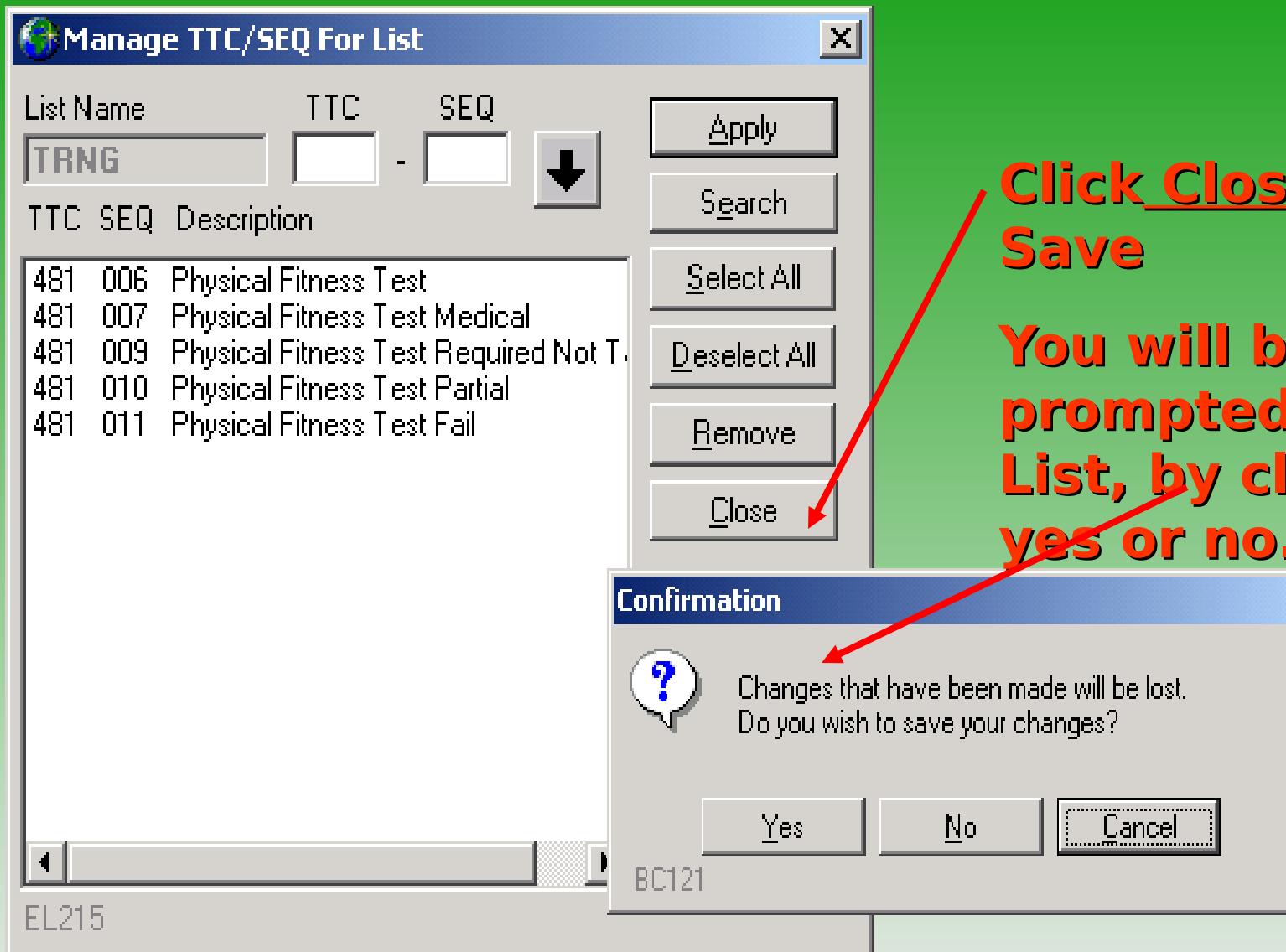
# Add TTC's



Enter TTC or click Search to locate TTC's for addition to list



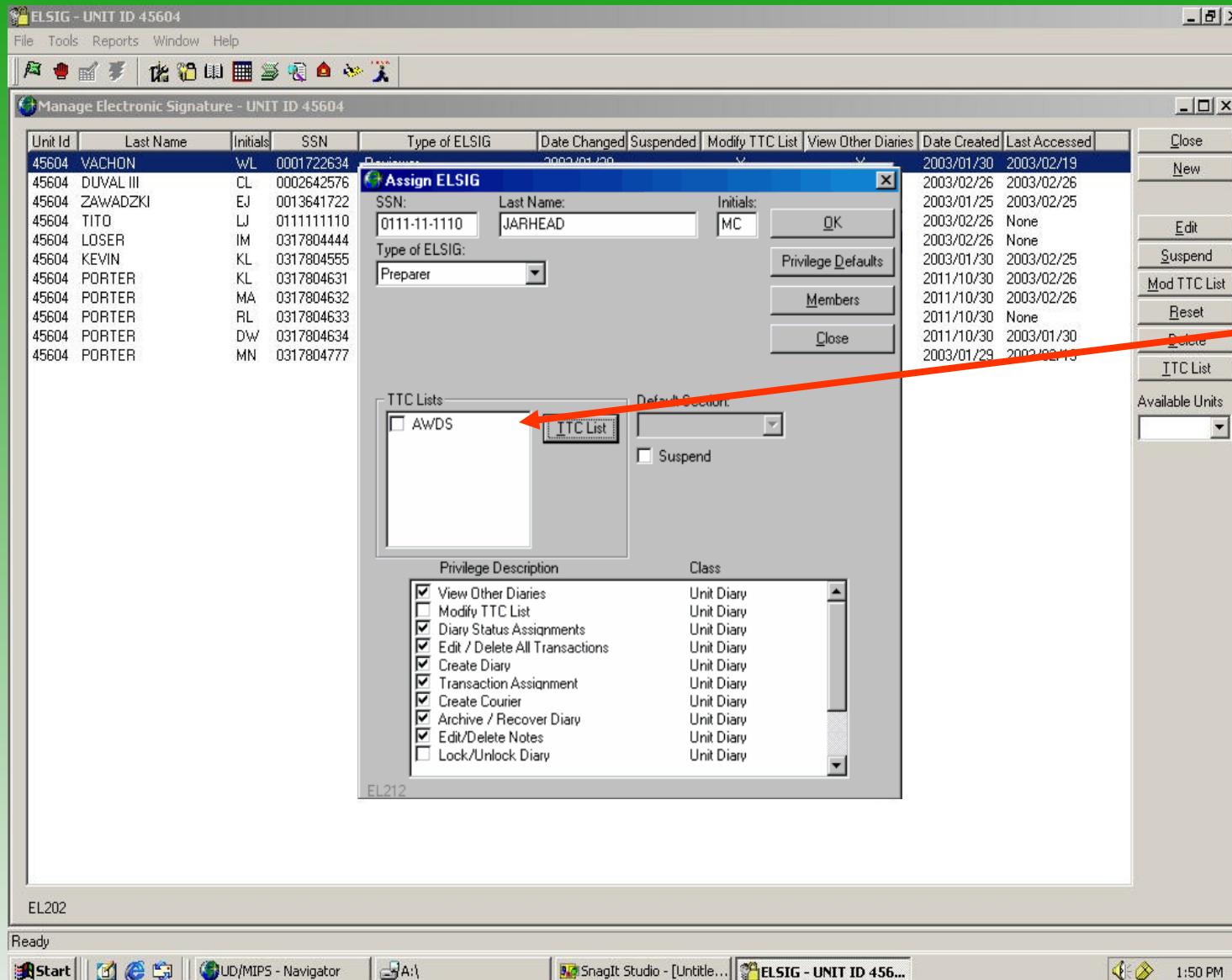
# Save list



**Click Close to  
Save**

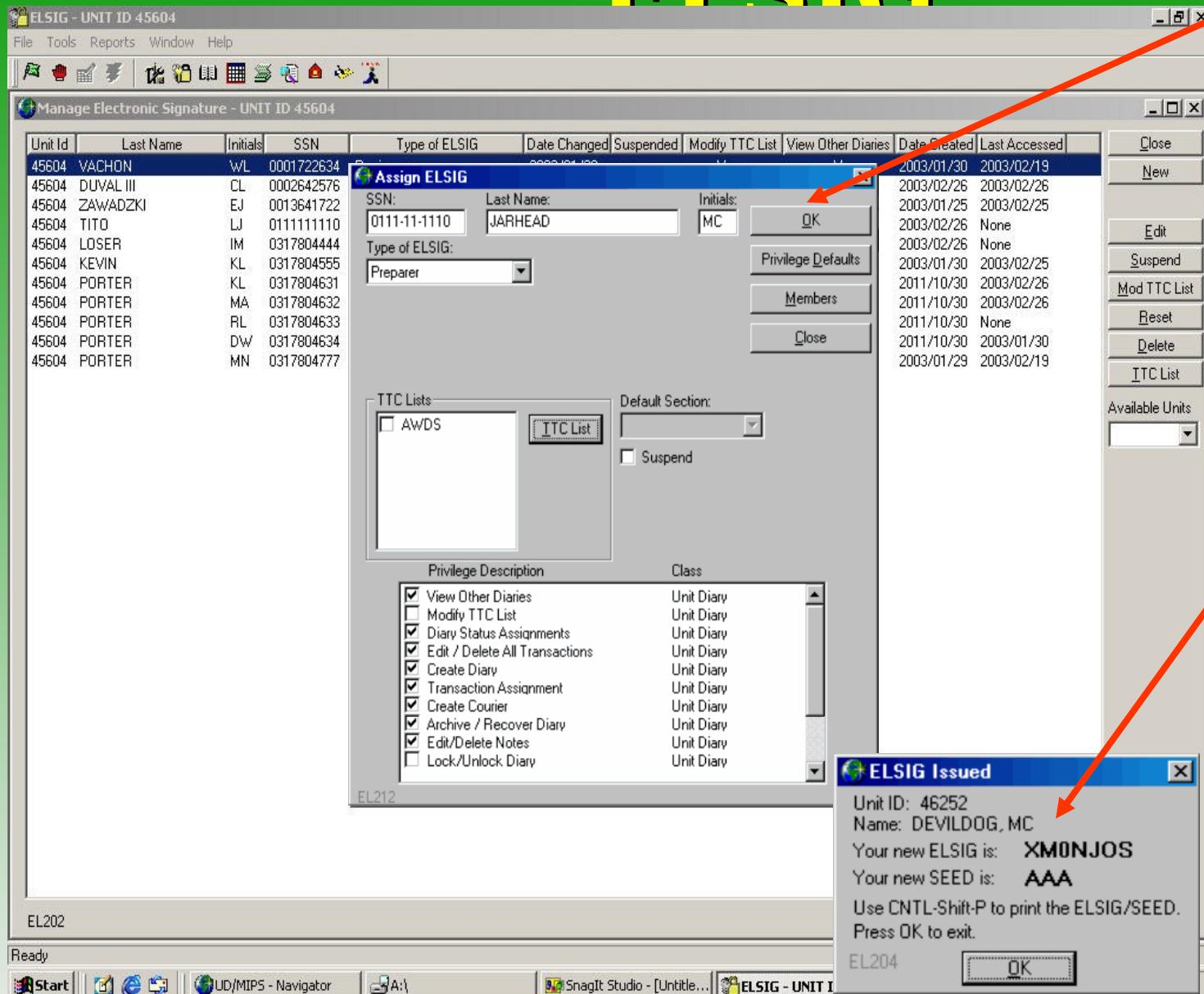
**You will be  
prompted to Save  
List, by clicking  
yes or no.**

# Select TTC List



User will be restricted to List(s) selected.  
If no List is selected, User will be authorized d all TTC's

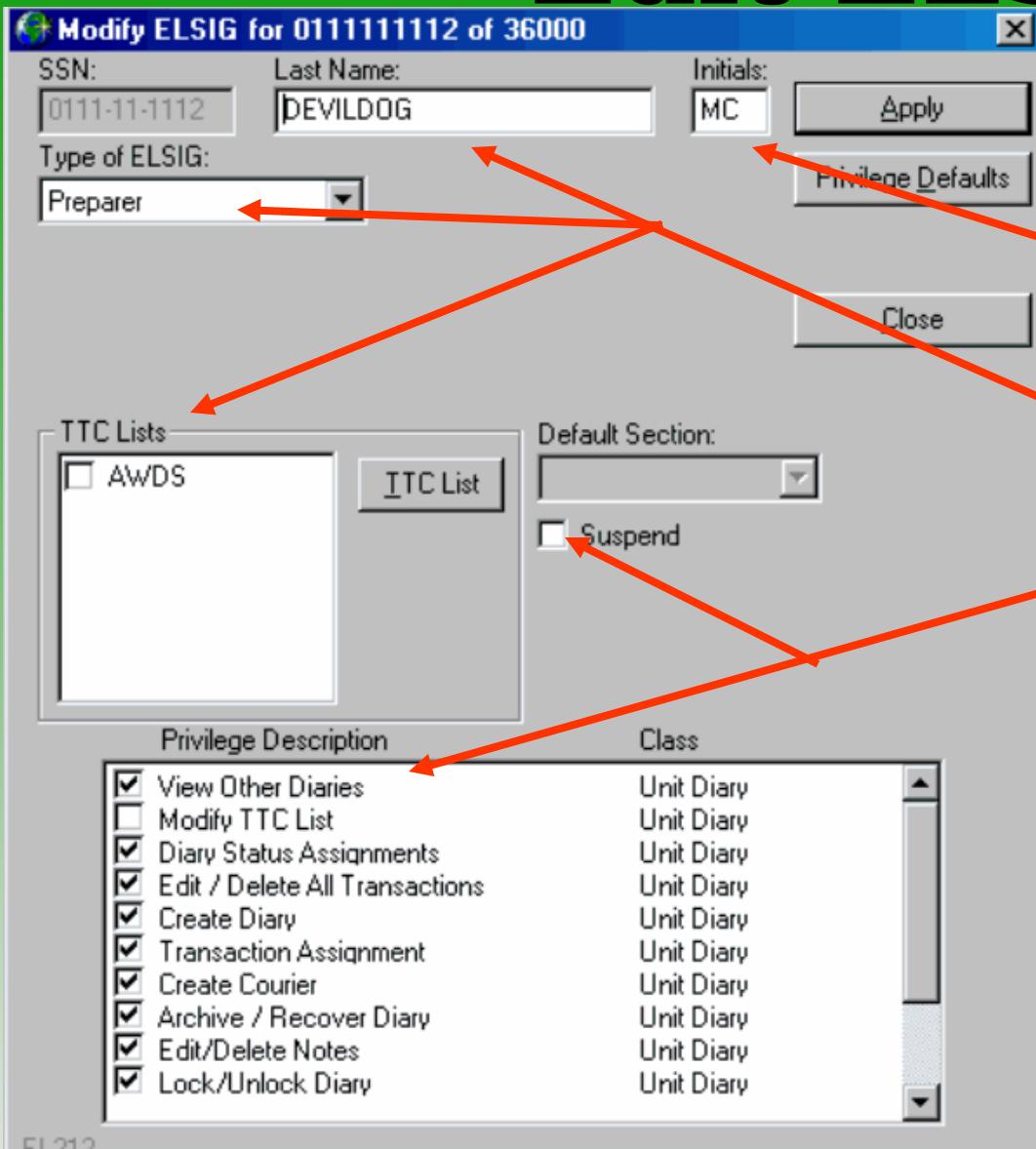
# Finish Creation of ELSIG



Clicking OK will finish Creation. If more than one RUC was selected then an ELSIG will be created for Each RUC selected with same restrictions for All

ELSIG can be Printed to give to user.

# Edit ELSIG



Clicking Edit on the ELSIG Management Console will allow modification of Name, Initials, ELSIG Type, TTC Lists assigned, and ability to Suspend the ELSIG, Even change the Privileges Description.

# ELSIG Maintenance

ELSIG - UNIT ID 45604

File Tools Reports Window Help

Manage Electronic Signature - UNIT ID 45604

Unit Id	Last Name	Initials	SSN	Type of ELSIG	Date Changed	Suspended	Modify TTC List	View Other Diaries	Date Created	Last Accessed
45604	VACHON	WL	0001722634	Reviewer	2003/01/30	Y	Y	2003/01/30	2003/02/19	
45604	DUVAL III	CL	0002642576	Preparer	2003/02/26	Y	Y	2003/02/26	2003/02/26	
45604	ZAWADZKI	EJ	0013641722	Preparer	2003/01/29	Y	Y	2003/01/25	2003/02/25	
45604	TITO	LJ	0111111110	Preparer	2003/02/26	Y	Y	2003/02/26	None	
45604	LOSER	IM	0317804444	Preparer	2003/02/26	Y	Y	2003/02/26	None	
45604	KEVIN	KL	0317804555	Preparer	2003/01/30	Y	Y	2003/01/30	2003/02/25	
45604	PORTER	KL	0317804631	Commanding Officer	2011/10/30		Y	Y	2011/10/30	2003/02/26
45604	PORTER	MA	0317804632	Preparer	2003/01/29	Y	Y	2011/10/30	2003/02/26	
45604	PORTER	RL	0317804633	ELSIG Control Officer	2011/10/30		Y	Y	2011/10/30	None
45604	PORTER	DW	0317804634	Certifier	2003/01/30		Y	Y	2011/10/30	2003/01/30
45604	PORTER	MN	0317804777	Preparer	2003/01/30	Y	Y	2003/01/29	2003/02/19	

Close  
New  
Edit  
**Suspend**  
Mod TTC List  
Reset  
Delete  
ITC List

Available Units

EL202

Ready

Start UD/MIPS - Navigator A: SnagIt Studio - [Untitled... ELSIG - UNIT ID 45604 1:45 PM

Clicking Suspend will suspend the ELSIG. If ELSIG is suspended, button will read “Unsuspend”

Auth To Change will grant User ability to Modify TTC List(s) they are assigned. All this is displayed in the Management window

# ELSIG - UNIT ID 46252

File Tools Reports Window Help



## Manage Electronic Signature - UNIT ID 46252

Unit Id	Last Name	Initials	SSN	Type of ELSIG	Date Changed	Suspended	Modify TTC List	View O
30002	DEVILDOG	MC	0111111123	Preparer	2003/01/13			
30010	DEVILDOG	MC	0111111123	Preparer	2003/01/13			
46252	PREPARER	IM	0111111110	Preparer	2003/01/06			
46252	COMMANDING	UR	0111111111	Commanding Officer	2003/01/07	Y		



## Confirm Reset



Do you really want to reset the ELSIG of DEVILDOG, MC/0111111123 for Unit 30010.

Yes

No

BC121

## ELSIG Issued

Unit ID: 46252

Name: DEVILDOG, MC

Your new ELSIG is: XM0NJOS

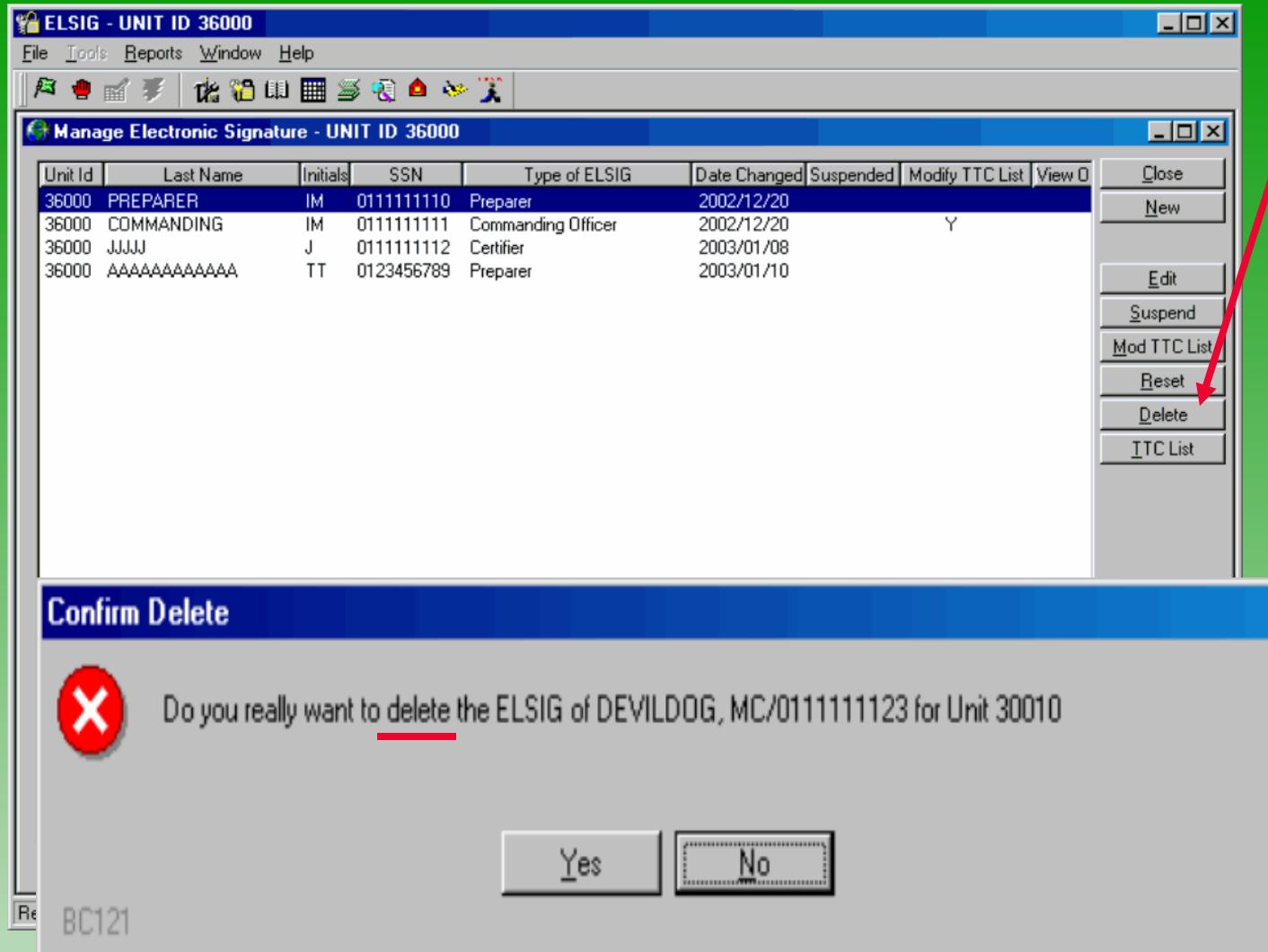
Your new SEED is: AAA

Use CNTL-Shift-P to print the ELSIG/SEED.

Press OK to exit.

EL204

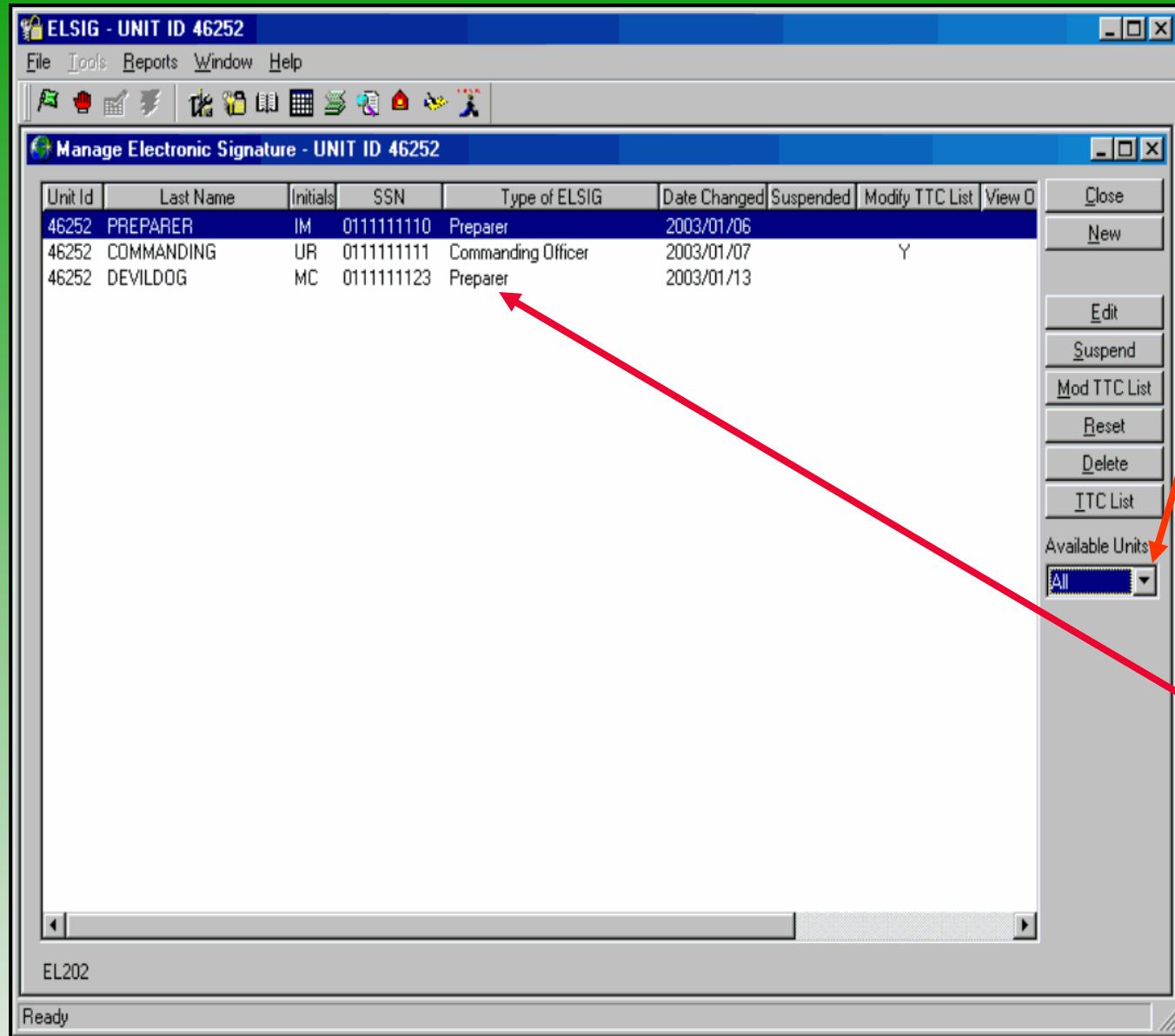
OK



**Delete will  
Remove  
ELSIG**

**TTC List  
allows  
Management  
of TTC  
Lists**

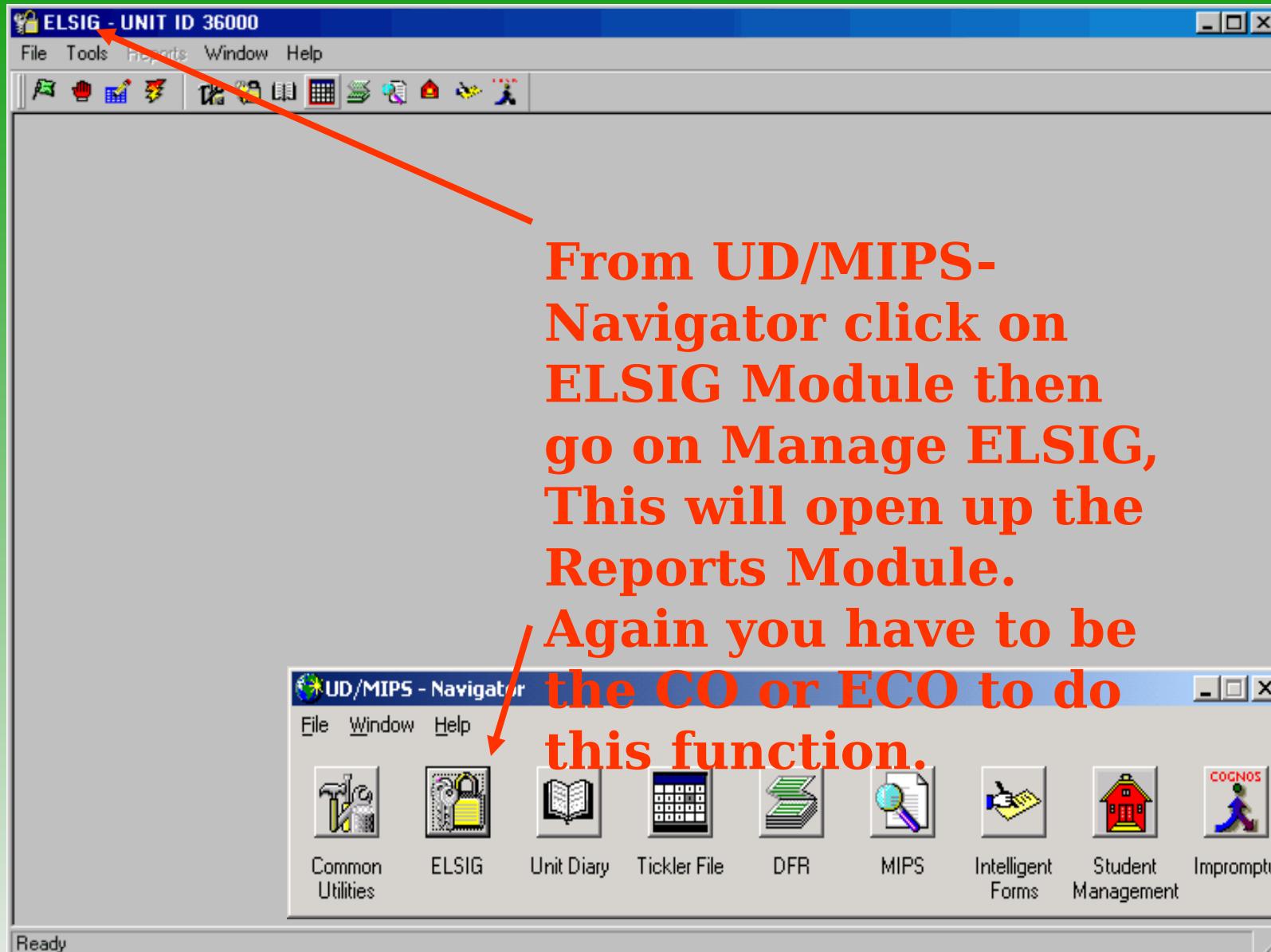
BC121



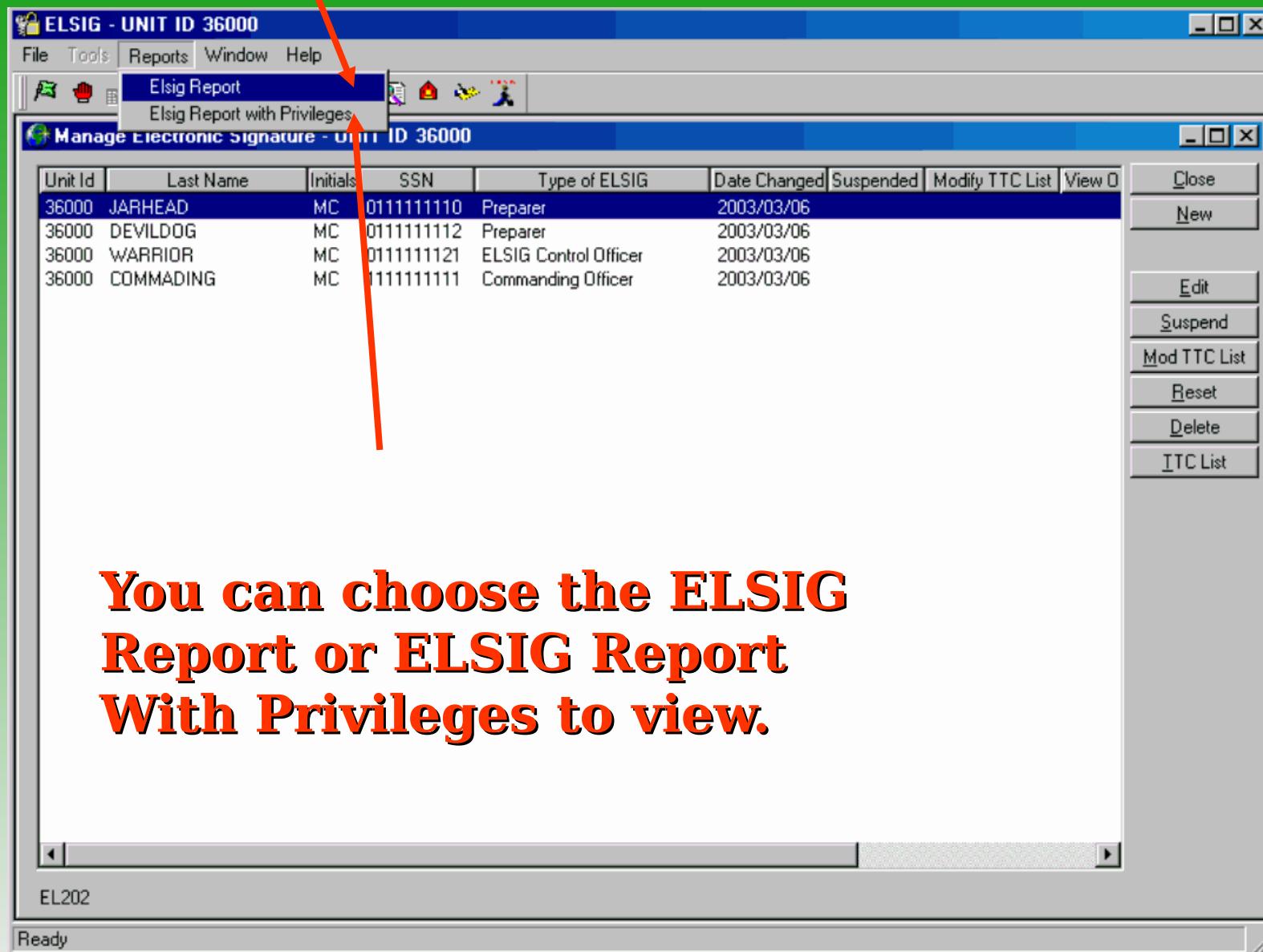
**Available Units**  
**dropdown shows what RUCS are assigned to the highlighted ELSIG**

**The Type of ELSIG shows what the member has access to.**

# ELSIG Reports



# ELSIG Reports



**You can choose the ELSIG Report or ELSIG Report With Privileges to view.**

# ELSIG Reports

ELSIG - UNIT ID 36000 - [ELSIG Report]

File Tools Reports Window Help

ELSIG Report  
UNIT ID 36000

Page: 1

Initials	SSN	Type of ELSIG	Grade, Comp, Title	Date Created	Date Changed	Suspended	Last Accessed
MC	111111111	Commanding Officer	COL, USMC	2003/03/06	2003/03/06		2003/03/06
MC	011111112	Preparer		2003/03/06	2003/03/06		2003/03/06
MC	011111110	Preparer	CW05, USMC	2003/03/06	2003/03/06		2003/03/06
MC	011111121	ELSIG Control Officer	CW05, USMC	2003/03/06	2003/03/06		2003/03/06

On the ELSG Report you  
can only see what users  
are Under that RUC.

EL209

Ready

# ELSIG Reports With Privileges

ELSIG - UNIT ID 36000 - [ELSIG Report]

File Tools Reports Window Help

3/06 ELSIG Report  
UNIT ID 36000

Last Name	Initials	SSN	Type of ELSIG	Grade, Comp, Title	Date Created	Date Changed	Suspended	Last Accessed
EVILDOG	MC	0111111112	Preparer	CW05, USMC	2003/03/06	2003/03/06		2003/03/06
<p>Privilege Description</p> <p>View Other Diaries</p> <p>Diary Status Assignments</p> <p>Edit / Delete All Transactions</p> <p>Create Diary</p> <p>Transaction Assignment</p> <p>Create Courier</p> <p>Archive / Recover Diary</p>								
EVILDOG	MC	0111111112	Preparer	CW05, USMC	2003/03/06	2003/03/06		2003/03/06
<p>Privilege Description</p> <p>Edit/Delete Notes</p> <p>Lock/Unlock Diary</p>								
ARHEAD	MC	0111111110	Preparer	CW05, USMC	2003/03/06	2003/03/06		2003/03/06
<p>Privilege Description</p> <p>View Other Diaries</p> <p>Diary Status Assignments</p> <p>Edit / Delete All Transactions</p>								

EL209

Ready

On the ELSIG Reports With Privileges, This shows what each user's Privilege is.

An aerial photograph of two F/A-18 Hornets flying in formation over a coastal city. The city is densely packed with buildings and stretches along a coastline with a sandy beach. The aircraft are in a staggered formation, with the lead plane slightly ahead and to the right. Both planes are in a climbing, slightly banked position. The lead plane's tail fin features the code 'ZZ' and '5TH AF'. The second plane's tail fin features 'ZZ' and '480'. The aircraft are dark grey with light grey camouflage patterns on their wings and tails. The background shows a mix of urban areas, green fields, and a body of water under a blue sky with scattered white clouds.

QUESTIONS ??